

South Jordan City Job Announcement



Position: Program Coordinator **Salary:** \$18.46 **Status:** Full-time
Department: Administrative Services **Supervisor:** Recreation Program Manager
Opening Date: 3/11/2016 **Closing Date:** 3/28/2016 by 5:00 p.m.
Work Hours: See Below **Work Location:** South Jordan City Fitness Center

Special Notices: Work Hours: Friday through Thursday, typically 8-5, but varies due to program and facility needs

Other Special Qualifications:

Certified Park & Recreation Professional (CPRP) preferred
Race director experience preferred

Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources either through the website, www.sjc.utah.gov or in person by the listed deadline.

GENERAL PURPOSE

Plan, market, implement and evaluate community programs for youth and adults. Community programs may include areas such as recreation, sport, fitness, art, culture/history, community education, leisure, special events, camps, and tournaments.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or G.E.D.
AND
 - B. Two (2) years of experience in above related duties;
2. Special Qualifications:

Valid Utah Class D Driver License
Bachelor Degree in Parks & Recreation or related field preferred
3. Knowledge, Skills, and Abilities:

Knowledge of methods, techniques and procedures in the delivery of the community service program, common recreational and social needs of various age groups, principles and procedures for implementing and directing community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others. Knowledge and experience in sports such as softball, basketball, baseball, football, etc.

Skill in working with diverse groups, individuals, youth, and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to develop and coordinate a community service or recreation programs suited to the needs of the community; plan, organize, coordinate and implement a community services program; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret, and explain section polices and procedures; communicate effectively orally and in writing; train and evaluate contract and temporary personnel; prepare detailed reports and other written material; provide office support, answer phones, and interact with the public.
4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes.

NOTE: A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is located online <http://www.sjc.utah.gov/HR-JobOpenings.asp>. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability.